



## Georgia Department of Revenue

**Job Announcement: 790175059**

**Division Name: ADM – Office of Human Resources**

### Position Information Summary

Job Codes: <b>16802</b>	Job Name: <b>TS: HR Transactions Tech (AL)</b>
Position Number: <b>00124009</b>	Expected Hiring Range: <b>\$26,672.14 to \$36,744.55</b>
Division: <b>ADM – Office of Human Resources</b>	Location: <b>Century Center, 1800 Century Blvd., Suite 14100, Atlanta, GA 30345</b>
Opening Date: <b>4/14/2011</b>	Closing Date: <b>4/21/2011</b>

### Position Duties:

Processes personnel and/or position actions and resolves related problems. Other duties include assisting with on-boarding of new employees, conducting first day orientation, entering data into PeopleSoft, entering leave entries/adjustments, personnel action execution, salary changes, separations, open enrollment processing, responding to benefit questions and forwarding documentation to State Health Benefit Plan, coordinating family medical leave, making conditional offers of employment, verification of employment, verification of I-9 documentation, maintaining personnel files and front desk coverage as needed.

Position Status: Unclassified.

### Entry Qualifications:

High school diploma and two years experience performing personnel related functions  
Or  
One year at the lower level (**TS: HR Transactions Tech (WL)**) or position equivalent  
Or  
an Associate's degree.

### Preferred Qualifications:

- Experience with the Georgia Department of Revenue
- Experience working in a human resources office in the State of Georgia
- Experience entering data into an online computer system
- Experience using Microsoft Office Suite
- Ability to develop good organizational awareness
- Excellent customer service skills
- Excellent interpersonal skills
- Excellent data entry skills
- Good oral communication skills
- Ability to work independently
- Good math skills
- Experience using the computer to conduct basic research
- Good organizational skills
- Ability to prioritize assignments

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| <ul style="list-style-type: none"><li>▪ Ability to maintain confidentiality</li><li>▪ Accountability</li><li>▪ Judgment and Decision Making</li><li>▪ Teamwork and Cooperation</li><li>▪ Results Orientation</li><li>▪ High School Diploma or equivalent (GED)</li></ul> |
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<b>How to Apply:</b>
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<p>This announcement is open to the Public Applicants must apply at: The State Personnel Administration - <a href="http://www.careers.ga.gov">www.careers.ga.gov</a> Applications will not be accepted after the closing date. For more information on employment and benefits with the Georgia Department of Revenue, visit our website at <a href="http://www.etax.dor.ga.gov">www.etax.dor.ga.gov</a>. Due to the large volume of applications received by this office, only applicants selected for interview will be notified for final applicant selection. If you need an accommodation due to disability for any part of the employment process, please contact Human Resources Office at (404) 417-2140 or (404) 417-2160 (TDD).</p>
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